## The Enfield EMS Department

## Is accepting applications for the postion of

## **EMS SUPERVISOR**

#### BENEFIT PACKAGE FOR FULL-TIME (SEE NEXT PAGE FOR A LISTING OF OUR BENEFITS)

The Enfield EMS Department is seeking applicants interested in a Career as an EMS Supervisor.

#### **Experience and training required are:**

- Two (2) years work experience (or four (4) years volunteer experience) as a Paramedic
- Two (2) years of supervisory experience preferred AND
- High school graduation or possession of GED, an associates degree in a relevant field preferred AND
- Current license as a State of Connecticut Paramedic AND
- Currently authorized to practice as a Paramedic through a Connecticut sponsor hospital AND
- Current certification in American Heart Association Advanced Cardiac Life Support (AHA and ACLS) AND
- Current certification in Pediatric Advanced Life Support (PALS) and Pre-Hospital Trauma Life Support (PHTLS) AND
- Must have National Incident Management System (NIMS) training, Incident Command System (ICS) training and Hazardous Materials Awareness training.
- Possession and maintenance of a valid motor vehicle operator's license and an acceptable driving record.

#### **Applicants must pass the following:**

- An oral board interview to assess your ability to reason, supervise, solve problems and apply sound situational judgment.
- A written test to assess your knowledge of EMS material.
- A physical fitness assessment to determine your strength, agility, general physical fitness and Paramedic skill level.

Later phases of the process will include background investigation, psychological examination, medical examination and drug testing.

Applicants must be at least 18 years old at the time of testing.

## Mail completed applications to:

#### Town of Enfield, HR Department, 820 Enfield St., Enfield, CT 06082

Applicants will be notified of the time and date of the interview, in writing, to the address/e-mail address provided on the application.

After six (6) months your application will become inactive and you must reapply if you have not tested and still wish to be considered for employment.

Applications will continue to be accepted until all positions have been filled.

## Benefits of Working for the Town of Enfield

Thank you for your interest in the EMS Department for the Town of Enfield. Below is a listing of our many benefits provided by the Town in line with Personnel Rules:

- > 95% medical and dental coverage for single, two-person, or family (5% cost to employee)
- ➤ \$100,000 life insurance policy (no cost to employee),
- ➤ Tuition reimbursement 80% of one course up to \$600 per semester (2 semesters per year)
- ➤ Choice of two Deferred Compensation plans, The Hartford or ICMA
- ➤ Pension eligibility after one year of employment, vestment after 5 years
- ➤ 13 holidays per year
- > 3 personal days per year
- ➤ 15 sick days per year (carried over each year)
- ➤ 2 weeks vacation per year (increasing with years of service)
- EMS Supervisors must reside in Enfield or within 25 miles of the Enfield border within one (1) year from date of appointment.

#### **Application Requirements**

- 1. Town of Enfield EMS Supervisor Application (pages 8 11).
- 2. Certified copy of your current driving record from the Department of Motor Vehicles.
- 3. Copies of all certificates you hold (both front and back).
- 4. Completed Medical Approval form for the Physical Ability Assessment (page 7)
- 5. Letter from current Sponsor Hospital confirming possession of medical control in good standing. This letter must be written within sixty (60) days of the date of the application. A new letter may be required if the background check is performed sixty (60) days or more after the date the letter was written.

#### **Job Description**

**GENERAL STATEMENT OF DUTIES:** These duties involve responsibility for providing emergency medical services and supervising subordinate employees engaged in providing emergency medical services. Employees in this position operate specially equipped medical emergency vehicles. When engaged in providing medical emergency services, incumbents are in two-way radio contact with, and receive direction from, monitoring hospital physicians who provide advice during a time of medical need.

**SUPERVISION RECEIVED:** The work is performed under the supervision of the Director of Emergency Medical Services, who makes assignments and reviews work in process and upon completion does related work as required.

**SUPERVISION EXERCISED:** Supervisors will supervise the work of Paramedics, EMT's and office staff.

ESSENTIAL JOB FUNCTIONS: Will conduct daily review of run reports of all staff for accuracy and completeness. Will assign staff to review, correct or change unsatisfactory run reports. Will inspect rigs for proper maintenance and stocking as well as inspect crew quarters. Will ensure that all check sheets have been completed. Will schedule employees for shifts and will act as a back-up on payroll in the absence of the Director of EMS. Will be subject to call when designated so by the EMS Director. Enforces all policies and procedures of the Department. Operates specially equipped vehicles to respond to medical emergencies and provides advanced life support services to stabilize persons with life threatening problems resulting from trauma or other medical emergencies; Provides medical emergency service to accident or other emergency victims such as extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, hemostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, injections, anti-shock suit, defibrillation, etc.; Monitors and transmits vital signs of pulse, blood pressure and respiration and transmits bio-medical information via telemetry such as electrocardiogram; Performs direct medical actions on persons requiring advanced emergency services at monitoring physician's direction such as defibrillation; Administers oral, intra-muscular and intravenous medications as directed by monitoring physician via two-way radio with the emergency vehicle; Keeps records of emergency calls, patient treatment and problems encountered and solutions rendered in the course of duty; Maintains equipment on specially equipped medical emergency vehicles in appropriate operating condition; Participates in emergency medical training of other EMS personnel, police officers, fire fighters and members of the community and coordinates emergency medical services on site; Conducts initial scene assessments and coordinates medical

community and coordinates emergency medical services on site; Conducts initial scene assessments and coordinates medical resources on the scene of incidents; Assists the Director with public information/education activities; Teaches CPR classes to staff and public; Conducts in-service training, under the supervision of the Director; Maintains stations in good condition. Regular and punctual attendance.

#### **OTHER JOB FUNCTIONS:** As assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, walk hear, stand, lift, drive a motor vehicle, use hands to finger, handle, feel, or operate objects, tools, devices, or controls: reach with hands and arms. The employee is required to lift, climb, push or pull objects and injured/ill persons up to 100 pounds. Hand-eye coordination is necessary to operate vehicles, computers and office and medical equipment. Specific vision abilities required by this job include close vision, far vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### WORK ENVIRONMENT con'd

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee will frequently work in a motor vehicle. The employee occasionally works near moving mechanical parts, in high precarious places, is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and electro-magnetic radiation.

The noise level is normally moderate, but will be elevated when sirens are operating.

Employees will work primarily at a station house, on a medical scene, in an ambulance or at a hospital.

#### MIMIMUM QUALIFICATIONS

KNOWLEDGES, SKILLS, AND ABILITIES: Thorough knowledge of emergency medical conditions, techniques and procedures; good social skills and general intelligence; good powers of observation; ability to operate bio-medical telemetry and two-way radio equipment; ability to perform calmly and efficiently in crisis situations; ability to maintain records and prepare reports using a computer; ability to understand and follow oral and written instructions; ability to understand written laws and apply them to specific situations; physical strength adequate to lift unconscious patients; ability to operate assigned vehicle in emergency driving conditions; willingness to work nights, weekends, holidays, and assigned shifts; willingness to work with unpaid volunteers who will be performing the same functions as paid personnel; willingness to assist in training activities for both paid and volunteer personnel; willingness not to smoke during "on duty" hours; willingness to maintain vehicles, equipment and station house in good condition; physical condition commensurate with the demands of the position.

#### **EXPERIENCE AND TRAINING:**

- Two (2) years work experience (or four (4) years volunteer experience) as a Paramedic
- Two (2) years of supervisory experience preferred AND
- High school graduation or possession of GED, an associates degree in a relevant field preferred AND
- Current license as a State of Connecticut Paramedic AND
- Currently authorized to practice as a paramedic through a Connecticut sponsor hospital AND
- Current certification in American Heart Association Advanced Cardiac Life Support (AHA and ACLS) AND
- Current certification in Pediatric Advanced Life Support (PALS) and Pre-Hospital Trauma Life Support (PHTLS) AND
- Must have National Incident Management System (NIMS) training, Incident Command System (ICS) training and Hazardous Materials Awareness training.
- Possession and maintenance of a valid motor vehicle operator's license and an acceptable driving record.

All licenses and certifications must be valid at time of application, hiring and throughout employment. Maintenance of these valid licenses is a condition of employment.

At the time of appointment and during employment, Supervisors must meet or exceed medical and physical standards established by the EMS Director. Supervisors must continue to meet or exceed all requirements for maintenance of State of Connecticut Paramedic license for the duration of employment with the Town.

Employees must reside in Enfield or within 25 miles of the Enfield border within one (1) year from date of appointment.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. Adopted: 6-19-06

**NOTE:** Applicants may exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-760 or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath.

Any omission, falsification, fabrication, lie or misleading statement will automatically result in disqualification from further consideration with the Town of Enfield.

#### **Method of Selection/Testing Process**

The examination process includes: Oral Board Interview, Written Examination, Physical Ability Assessment, & Extensive Background Investigation.

<u>Oral Board Interview:</u> The first phase of the examination for EMS Supervisor will be an interview before a panel of EMS, and/or personnel representatives. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The Town reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the written examination, but who have failed this portion of the examination, will be disqualified at this time from any further consideration for the position of EMS Supervisor.

Written Examination: The date and time for the written examination will be determined on an as-needed basis. You must show a picture ID with you the day of the exam. The minimum passing score on the written examination is 70. You must pass the written examination to be eligible for employment consideration. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position. The Town of Enfield reserves the right to administer a second written examination at its discretion. Enfield residents will have 5 additional points added to their passing score.

<u>Physical Ability Assessment:</u> Candidates who pass the written exam will have to meet departmental physical fitness standards, including but not limited to: bending, squatting, kneeling, walking on uneven ground, climbing stairs, lifting 100 - 150 lbs, and perform CPR and ACLS skills. The date and time of the Physical Ability Assessment will be determined on an as-needed basis *for those with passing scores only on the written exam*.

**Background Investigation:** A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Town of Enfield EMS Department to consider in determining suitability for employment as an EMS Supervisor. Eligible candidates will be requested to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to: educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests or convictions, and motor vehicle history.

The Human Resources Director reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provision of the Town of Enfield Personnel Rules.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.

An individual appointed to the position must satisfactorily complete a nine (9) month probationary period.

Failure to complete and submit ALL application materials will automatically disqualify your application.

Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation. EOE/AA/M/F

#### Requirements for the Certification of Physical Ability

## The Physical Ability Assessment

Passing the Physical Ability Assessment is a prerequisite for candidacy with Enfield EMS Department. The Physical Ability Assessment includes the following three components:

Tested Skill	Critical Subsets			
Walk up flight of stairs with 3 pieces of equipment and proceed thru closed doorway.  Set equipment down and perform 1 rescuer CPR, per AHA standards, until told to stop. Perform ACLS per AHA standards, until told to stop.	<ul> <li>Placing equipment on the ground</li> <li>Having to make more than 1 trip with the equipment</li> <li>Dropping of any equipment, including items out of equipment bag</li> <li>Use universal precautions</li> <li>Use of appropriate barrier device</li> <li>Proper use of BVM</li> <li>Correct sequence of defibrilation at proper point</li> <li>Use of appropriate airway adjunct, (ETT, Combi-tube, or OPA) <ul> <li>Correct size selected</li> <li>Correct method of insertion</li> </ul> </li> </ul>			
	<ul> <li>Correct interpretation of Cardiac rhythm</li> <li>Correct treatment based on Cardiac rhythm and condition</li> </ul>			
After being instructed to stop, raise 100lb barbell to waist level and walk backward for 100ft.	<ul> <li>Sitting barbell down prior to being instructed to do so</li> <li>Dropping of barbell</li> <li>Lifting by bending at waist only</li> </ul>			

## In order to take the Physical Ability Assessment

Candidates must bring the Medical Approval Form, signed and dated by a Physician <u>within the last three months</u>, no later than the day of the written exam in order to be permitted to take the Physical Ability Assessement.

- Appropriate athletic attire should be worn to the assessment including sneakers.
- You must pass the written exam in order to be invited to the Physical Ability Assessment.

Town of Enfield EMS Department 293 Elm Street Enfield, CT 06082 (860) 763-8989

## Physical Ability Assessment Medical Approval Form

## To be filled in by Physician:

This is to certify that I have reviewed the attached for elements of the *Enfield EMS Supervisor Standards* Physical Ability Assessment. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name:		
Department(s) Applying to:		
CAN SAFELY PERFORM TI	HE PHYSICAL ABILITY ASSESSMENT	•
Physician's Signature:(M.D. or D.O)		Date:
Physician's Name and Address (Type or Imprint With Office Stamp		

# EMS SUPERVISOR EMPLOYMENT APPLICATION TOWN OF ENFIELD

You must be at least 18 years of age in order to be considered.

**NOTE:** Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation.

IMPORTANT: This application is considered part of the examination process, and MUST be fully completed. DO NOT ENCLOSE A RESUME. Incomplete applications may be rejected. Be brief, but you should include all important information related to your qualifications for this position. All statements are subject to investigation and any facts found to be false, exaggerated or misleading may result in your disqualification.

#### PERSONAL INFORMATION 20 SOCIAL SECURITY # DATE Month Day Year Please write one number in each box NAME Last First Middle **CURRENT** ADDRESS \_ Number and Street City Zip DAY PHONE # (\_\_\_)\_ EVENING PHONE # (\_\_ E-MAIL ADDRESS: Full time Part Time Are you Applying for a Volunteer position? (circle one) YES NO Check All EMS Credentials Held. You must currently hold a Paramedic license, or able to obtain same by date of hire, in order to be considered. Provide copies of your certificates (front and back). EMT # \_\_ □ NREMT-P #\_ CPR Paramedic # Exp. Date Exp. Date Exp. Date Exp. Date PALS HazMat Awareness ACLS Sponsor Hospital Name Exp. Date Exp. Date Exp. Date **Driving/Criminal Record** Driver's License # Restrictions Please circle your answer to the right for the questions below. Has your Driver's License ever been suspended? YES NO Have you eve been convicted of a crime involving violence? YES NO YES NO Are you currently on parole, probation, work release program or on bail? If Yes, give date: \_\_ Have you been immunized against Hepatitis-B? Yes No Medical – Do you have any medical or physical problems that prevent you from: (check all that apply) Doing CPR? Lifting 100 – 150 lbs? Climbing/Descending Stairs? Carrying 70 lbs of equipment? Driving a Vehicle? Wearing Respiratory Protection Bending, squatting, kneeling, walking on uneven ground Any other physical condition(s) which would prevent you from meeting the requirements of being an EMS Supervisor?

## **EDUCATION**

sool							
Sc					11 12		
	chool name, city	and state		Circle h	ghest year com	pleted	Yes No
						I	Did you graduate
	ollege name, cit	v and state			2 3 4 ighest year com	pleted	Yes No
<u> </u>	onege name, en	y and state		Circle in	ghest year com	preced	105 110
				1	2 2 4		id you graduate?
So	chool name, cit	y and state		I Circle high	2 3 4 hest year compl		Yes No
tended college, what wa	as your:	Major		Minor	– – <u> </u>	Highest degree	earned
	(6777)						
hool Equivalency Diplo	oma (GED)?	Date of dip	oloma (M/D/Y)		Numbe	er	
NAME						DAYTIME P	HONE NUM
						DAYTIME P	HONE NUM
		(This Sec	ction for Vo	lunteer Us	se Only)	DAYTIME P	HONE NUM
are you available to		(This Sec	ction for Vo	lunteer Us	se Only)	DAYTIME P	HONE NUM
are you available to 6am–12 noon	volunteer?	(This Sec Please place	ction for Vo	lunteer Us	se Only)		
are you available to 6am–12 noon 12 noon-6pm	volunteer?	(This Sec Please place	ction for Vo	lunteer Us	se Only)		
are you available to 6am–12 noon	volunteer?	(This Sec Please place	ction for Vo	lunteer Us	se Only)		

EXPERIENCE: In the space provided below, give a complete record of your employment, beginning with your present or most recent job. Account for all periods, including self-employment and unemployment. Use extra paper if necessary.

Employer:Company name			Company address			ompany Phone #
Your Job Title	Dates	From (M/D/Y)	To (M/D/Y)	Annual Salary _	Starting	Ending
Supervisor and Title		Reason f	or Leaving			
DUTIES						
50 TIEO						
Employer:						
Company name			Company address		Co	ompany Phone #
Your Job Title	Dates	From (M/D/V)	To (M/D/V)	Annual Salary _	Starting	Ending
Supervisor and Title						
DUTIES						
Employer:Company name			Company address			ompany Phone #
Your Job Title	Dates	From (M/D/Y)	To (M/D/Y)	Annual Salary _	Starting	Ending
Supervisor and Title		Reason f	or Leaving			
DUTIES						
Employer:						
Company name		_	Company address		Co	ompany Phone #
Your Job Title	Dates	From (M/D/Y)		Annual Salary _		
Supervisor and Title		- ( ,	To (M/D/Y)		Starting	Ending
Supervisor and Title		Reason i	or Leaving			
DUTIES						
Are there any other experiences, skills please explain below.	or qualifica	tions which w	rill be of benefit	in the job of EMS	SUPERVI	SOR? If so

**ORAL BOARD INTERVIEW** -- Candidates who pass the written test will be invited to the oral board interview and will be notified as such. You must pass the Physical Ability Assessment to participate in the oral board interview phase.

#### IMPORTANT – READ THE INFORMATION BELOW AND SIGN YOUR APPLICATION

Do you understand that as part of the testing process you will be required to submit to a thorough background investigation, a psychological examination and as well as a physical fitness test, a physical examination and drug testing? My signature below certifies that the information provided in this application is correct and truthful. I realize that falsifying any information submitted may be grounds for rejection of this application or termination of employment. I also give consent to the Town of Enfield to check previous employers, educational records, and references and release the Town of Enfield, its agents and employees from any liability that might arise from such disclosures. I further understand the acceptance of this application does not constitute an employment or volunteer agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment. I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND THAT I UNDERSTAND THE REQUIREMENTS FOR EMPLOYMENT WITH THE TOWN OF ENFIELD. Signature Date For the following question, exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-760 or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath. Have you ever been convicted of a law violation other than a minor traffic offense: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain: For purposes of this application, reckless driving, evading responsibility, engaging in pursuit, driving while impaired and driving while intoxicated are **not** considered minor traffic offenses. Have you ever been fired or asked to resign from a job? \_\_\_\_\_Yes \_\_\_\_\_No If yes, please explain: Are you a United States citizen or are you authorized to work in the United States: \_\_\_\_\_ Yes \_\_\_\_ No

updated 2/4/10 11

Date

Signature

## TOWN OF ENFIELD AFFIRMATIVE ACTION

Each applicant for employment with the Town of Enfield is requested to provide the following voluntary information to be used solely for Affirmative Action reporting purposes. It will be detached when your application is filed and the information on it will be kept confidential and will not be considered in the employment process.

1.	Ethnic Group (Please check one)							
	a White b Black or African American c Hispanic or Latino d.	American Indian or Alaska Native						
	e Asian f: Native Hawaiian or other Pacific Islander g Two o	r More Races						
2.	Sex: aMale bFemale							
3.	Age: a16 or less b17-25 c26-40 d41-65 e66	6+						
4.	Type of work desired (please indicate one preference)							
	aAdministrative (Managerial or Dept. Head, etc.)							
	bProfessional (Asst. Dept. Head, Police Lieutenant, Recreation Spv., Librarian, etc)							
	cTechnical (Engineering Aide, Police Sergeant, etc.)							
	dProtective Service (Police Officer)							
	eOffice/clerical (Clerk-Typist, Secretary, Accounting Clerk, Dispatcher, etc.).							
	fSkilled craft (Equipment Operator, Mechanic, etc.)							
	gService/Maintenance (Custodian, Laborer, Refuse Collector, etc.)							
	hSummer employment							
5.	I applied to the Town of Enfield in response to:							
	aAdvertisement ( name of p	ublication)						
	bConnecticut Employment Service							
	cCommunity or professional organization or Agency							
	Name:							
	dReferred by a Town employee							
	eWebsite(specify which	site)						
	fOther							
*****	***************************************							
Name:								
	(Please print)							
Address	:Street Town State	Zip						
Date:		·						